2021 New Hampshire IMLS LSTA ARPA nhaisLOCAL Sub-grant Guidelines

BACKGROUND INFORMATION

Through the Library Services and Technology Act (LSTA), the Institute of Museum and Library Services (IMLS) is able to provide funding to support library services in all 50 states, the District of Columbia, and the Territories. In New Hampshire, those funds are administered by the New Hampshire State Library in the form of statewide initiatives. The American Rescue Plan Act funds given to IMLS in FY21 are being distributed to all of those listed above, using the same formula as the annual allotments, through the LSTA program. NHSL received $2,297,692, which will be used not only for statewide initiatives, but for sub-grant opportunities for public libraries throughout the state. The nhaisLOCAL sub-grant project adheres to the goals and activities of the NHSL LSTA 5 Year Plan and the federal IMLS ARPA funding priorities.

In the NHSL LSTA 5 Year Plan, 2017-2022, under Goal I: Equity of Access, this project is part of Project 5, "Facilitate an open source ILS solution for small libraries." This project fits into the third federal IMLS ARPA funding priority: "to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs." *[quoted from the Official Award Notification Letter to Michael York, NH State Librarian from IMLS via email on 4/9/2021]*

ABOUT nhaisLOCAL

nhaisLOCAL began in 2011 as a project to automate small and under-automated NH libraries with an open-source ILS. We partnered with ByWater Solutions to implement Koha systems for these libraries and our first group of libraries went live with their systems in 2013. Those libraries are still part of the program which currently includes 14 libraries. The nhaisLOCAL blog includes information on Koha and the project. The project includes a set annual fee for hosting and support, regular updates to the ILS and support from both NHAIS Services and ByWater Solutions. This sub-grant project is building on that existing program to include more libraries and to provide funding for the implementation, training, data-loading, and first year of support and hosting for included libraries. Our priority is to automate those libraries that have not yet implemented an ILS that allows them to connect their local catalog directly to the NHAIS ILL System as Z-targets. That direct connection to the system provides complete, real-time availability information for ILL participants throughout the state. It also saves the participating library time and effort as holdings do not need to be maintained both locally and in the statewide catalog. Libraries selected for this project will need to pick up the annual costs of support and maintenance after the first year (see budget section of these guidelines for details). The implementations take approximately 6 months and will be done in groups of up to six libraries at a time with go-live dates ranging from November 1, 2021 to July 11, 2022. Libraries who receive this funding will be expected to commit to staying in the nhaisLOCAL program through December 2024.

BUDGET INFORMATION

The expenses for this sub-grant project are expected to be paid directly by NHSL from the grant funds for the whole group of libraries included in the sub-grant project based on normal nhaisLOCAL participant costs which are detailed here.

Libraries participating in this sub-grant project will have the following items covered by the grant and through support from our partner, ByWater Solutions:
- New system configuration and implementation
- Implementation training (held virtually in groups of up to 6 libraries at a time)
- Data migration
- Hosting and support from July 2021 through the 1-year anniversary of their individual go-live date

Libraries included in the sub-grant project will be responsible for the following costs:
- Pro-rated Hosting and Support from the 1-year anniversary of their individual go-live date through December 31, 2022 at the rate of $215 per month.
- Annual Hosting and Support for fees for January 1, 2023 through December 31, 2024 (2 years) at the rate of $2,650 per year.
- Paying for the equipment and infrastructure required to use Koha in your library will be the responsibility of your library (computers, up-to-date web browsers, reliable, high-quality internet access, etc.) The equipment and connectivity needed to successfully use the NHAIS ILL System is appropriate for this as well.
- There are supporting items that your library may want to purchase to make using Koha more efficient. This might include new barcode readers, label printers, and additional barcode labels for patron cards and materials. Paying for these items, if you choose to include them, will be the responsibility of your library.

IMPORTANT DATES FOR NHSL ARPA nhaisLOCAL SUB-GRANT

March 15, 2021	IMLS announces ARPA funding for libraries; purchases made on or after this date that reflect the grant priorities and the State Library LSTA activities are eligible for this sub-grant.
April 9, 2021	NHSL receives notification that they will receive $2,297,692 in ARPA funds through IMLS
May 28, 2021 @ 3 pm	**Online application OPENS** for nhaisLOCAL sub-grant. Interested eligible libraries must submit an application in order to be considered for inclusion in this project.
June 3, 2021 @ 2pm	The first of two "nhaisLOCAL Grant Q&A Sessions" will be held. Please visit the NHSL nhaisLOCAL ARPA grant web page at https://www.nh.gov/nhsl/nhais/arpa.html for meeting link.
June 15, 2021 @ 10am	The second of two "nhaisLOCAL Grant Q&A Sessions" will be held. Please visit the NHSL nhaisLOCAL ARPA grant web page at

	https://www.nh.gov/nhsl/nhais/arpa.html for meeting link.
June 20, 2021 @ 11:59 pm	**Online application CLOSES** for nhaisLOCAL sub-grant.
June 23 – June 29, 2021	Grant award notifications begin as long as all state approvals for NHSL ARPA money have been obtained. Libraries who are notified that they have been selected for inclusion in the project will have 24 hours to return to NHSL a signed nhaisLOCAL agreement. If a library doesn't return the agreement another applicant will be offered the spot in the project.
June 30, 2021 @4pm	Deadline for return of signed nhaisLOCAL agreements for all participating libraries to NHSL.
July 1, 2021	ByWater Solutions will be provided with the final list of libraries participating in this project.
July 2, 2021	Implementation will begin for the first group of libraries.
September 20, 2022	**Implementations will be complete and all funds allocated to this project will have been expended.**

GRANT APPLICATION STEP-BY-STEP INFORMATION

The online grant application/agreement is accessible in Submittable, which is grants management software through the NH State Council on the Arts. If you have submitted a grant through the Arts Council between 2016 and 2021, you can use that login information to access this grant application. Otherwise, you will be prompted to create a password using an email user name of your choice. The same login information that you used for the 2021 New Hampshire IMLS LSTA ARPA Sub-grant Round 1 can be used. Please access the grant application here.

Section I – General Information

This section of the grant application identifies who is applying. The information here is largely the same as what was required for the 2021 New Hampshire IMLS LSTA ARPA Sub-grant Round 1.

Library Name
Use the library's full official name. Do not abbreviate. Use proper capitalization. Check your spelling.

Library HSA code
Each NH library has a unique 4 character code assigned to it as part of the NHAIS ILL System. If you don't know what your library code is there is a list here.

Name of Fiscal Agent, if Necessary
This field only needs to be completed if the library is using a Friends group or Foundation to apply for the funds, using that organization's DUNS number or SAM.gov UEI. We must identify who the DUNS/Sam.gov

UEI belongs to in the official grant application. Please leave blank if you are using the library's DUNS number, or if your library is considered a municipal department and you are using the municipality's DUNS number.

Mailing Address
This is the house number and street name for your library. Use proper capitalization and check your spelling.

Town
This is the Town for your library's mailing address. Use proper capitalization and check your spelling.

Zip Code
The five-digit zip code for the town that corresponds to your library's mailing address.

Name of Main Contact Person for Grant Correspondence
The full name (first and last) of the person who will be primarily responsible for completing the application, reimbursement forms, and final report for this grant project.

Phone Number
The full phone number for the main contact person. Please include the country code "1" and the three-digit area code. The full number should look like 1-xxx-xxx-xxxx.

Email Address for all Grant Correspondence
The email address where all grant correspondence will be sent. Make sure that the person you have listed as the main contact above has access to this email address to both send and receive grant information and documents. Make sure to check the spelling and accuracy of your entry, since emails will be sent automatically from the grants management software to this address.

DUNS/SAM.gov Unique Entity Identifier (UEI) number
This is a required field by IMLS. **We cannot distribute funds without this information.** If you need assistance with the process to obtain either number, please contact Lori Fisher, Assistant State Librarian, lori.a.fisher@dncr.nh.gov. ***DUNS number is 9 digits with no additional punctuation. Please double check that your entry is correct prior to submitting this application.***

Section II – Eligibility

This section of the grant application provides the information that will be used to prioritize applications for inclusion in the project. There is a maximum of 54 spots available in the project and they will be allocated based on the following priorities:
1. *Only current NHAIS ILL participants will be considered.*
2. *Public libraries without any Integrated Library System (ILS) in place will be given top priority for inclusion.*
3. *Public libraries with an Integrated Library System (ILS) in place that cannot connect to the NHAIS ILL System as a Z-target will be given secondary priority for inclusion. See the NHAIS ILL System web page if you want information on Z-targets.*
4. *Public and Special Libraries with an Integrated Library System (ILS) in place, other than Koha, that is (or could be) connected to the NHAIS ILL system as a Z-target but that wish to switch to a nhaisLOCAL Koha system will be considered if there are available spots remaining in the project. Volume of ILL activity in the NHAIS system (as a percentage of requests received) may be considered in deciding*

among applicants in this group. This data will be extracted from the NHAIS ILL System by NHSL if necessary.

Is your library currently participating as a supplier in the NHAIS ILL System?
Only libraries who are current participants in the NHAIS ILL System (they have a current signed ILL agreement with NHAIS Services and are in compliance with all terms of that agreement) are eligible to participate in this sub-grant project.

What local automation system is currently in place at your library?
Choose the system that is installed at your library as your local catalog/circulation system. Libraries currently using Koha are NOT eligible for this sub-grant project. Note that "none" is an answer choice.

Section III – Implementation Details

This section of the grant application provides the information that will be used to assign selected libraries to appropriate implementation groups.

How many bibliographic records are currently in your ILS?
Your current local system (if you have one) probably contains bibliographic records (indicating you have a particular title) and item records (indicating how many individual copies of a particular title you own). We need to know how many bibliographic records you have currently. If you don't know how to get this figure contact your ILS vendor for assistance. Libraries without an ILS will answer 0 to this question.

Barcodes
Information about what is currently barcoded in your library and how will be used to plan implementation of Koha for your library. Don't tell us what you expect will be true when you clean things up. Tell us what the situation actually looks like in your library today.

Go-live date preference
Information about your ranked preference for which of the 9 possible go-live dates you would like your library to be scheduled for will be collected here. The go-live date is the Monday (it is always a Monday) on which your new Koha system will be up and running with live data for the first time. All other scheduling (including kick-off meeting, data extraction deadline, and training dates) are based on the go-live date. The whole process takes about 6 months start to finish. The NHSL nhaisLOCAL ARPA Subgrant web page at https://www.nh.gov/nhsl/nhais/arpa.html includes the specific timeline for each go-live date. Libraries will be assigned to groups based on a variety of factors including this preference indication.

Section VI – Assurances

Federal Assurances
Reviewing the documents associated with the federal assurances and laws ahead of filling out the application will make the application process go much faster. These assurances are non-negotiable and must be agreed to as part of this application/agreement. These assurances include the OMB-Approved Assurances for Non-Construction Programs; IMLS Acknowledgement Requirements; and sections F, G, H, I, J, and L of the IMLS Assurances and Certifications for 2021 Grant Awards.

IMLS Internet Safety Certification Form
Download and complete/sign the form, and then upload the signed pdf. Submitting this completed form means that the library will do what is required for CIPA compliance, which is outlined in the CIPA - Universal Service Administrative Company (usac.org). This includes having your library create and implement an Internet Safety Policy and hold a public hearing on CIPA for your library.

State Assurances
The state requires that grantees attest that they will uphold NH RSA 91-A (Right-to-Know law) and NH RSA 281-A (Worker's Compensation law). These assurances are non-negotiable and must be agreed to as part of the application/agreement.

Non-Profit Certificate of Good Standing
For libraries that are non-profits, or for any fiscal agents (Friends and Foundations), there is an additional state requirement of a current Certificate of Good Standing from the NH Secretary of State's office. You can check to see if your institution or fiscal agent already has good standing by visiting https://sos.nh.gov/corporation-ucc-securities/corporation/order-a-certificate/, calling 603-271-3244, or emailing corporate@sos.nh.gov. Non-profit applicants/fiscal agents need to obtain a pdf copy of their Certificate of Good Standing and upload that copy in this application. There may be a small cost associated with obtaining a pdf copy of the Certificate of Good Standing, which cannot be part of the sub-grant funds requested in this grant application.

If your library is a municipal department and is applying for this grant using the library's DUNS or SAM.gov UEI number, or the town's DUNS or SAM.gov UEI number, a Certificate of Good Standing is NOT NEEDED.

NH State Library Assurances
By signing and submitting this grant application/agreement, the official authorized to enter into contracts for the organization agrees to the following evaluation/final report requirements:

1. All records related to this grant award will be maintained by the applicant through December 31, 2026.
2. This sub-grant may be terminated by written notice and mutual agreement of both parties.

Section IV – Signatures

The person signing the grant application/agreement must have legal authority to enter into the agreement with the NH State Library. For smaller libraries who have not applied for grants in the past, you may need to have your elected board of trustees vote to approve that the director can have this authority for this grant application, and have that vote reflected in the official minutes of the library board of trustees.

FOR ISSUES WITH THE ONLINE GRANT PORTAL, SUBMITTABLE:
If you have issues with the Submittable platform, including user name or login issues, please contact:
email: support@submittable.com
phone: 1-855-467-8264, ext. 2
web: https://submittable.help/

FOR QUESTIONS ABOUT THE APPLICATION CONTENT OR PROGRAM GUIDELINES:
Mary Russell, Librarian, NHAIS & Technical Services, mary.a.russell@dncr.nh.gov
Lori Fisher, Assistant State Librarian, lori.a.fisher@dncr.nh.gov
Michael York, State Librarian, michael.c.york@dncr.nh.gov